

# **W A R N I N G**

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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**January 1 – January 31, 2008**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03  
Superfund Records Center Management Services, Region 9**

**Monthly Report  
January 2008**

**TOAM: Elaine Chan  
PM: Patrick Gookin**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on January 3.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on January 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on January 8.

The Major Projects Status Report was submitted to the TOAM on January 14.

Staff updated the *Authority File Editor Procedures Manual*, the *Document Processing Procedures Manual*, and the *Site Assessment Editor Procedures Manual* and submitted them to the TOAM for review on January 23.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

**2.1 Organizing and Indexing**

Staff indexed 3,484 documents and edited 4,419 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 8.2 lft. of new documents, of which 4.2 lft. were federal facilities documents, and processed 14 new sites.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

40.3 lft. of documents were picked up from EPA regional offices. 12 Transfer of Records forms were processed.

2.5 lft. of documents were retrieved from the FRC.

Staff performed quality assurance on 1.9 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated January 7.

FRC Storage Report, updated January 7.

On-Site Storage Report, updated January 7.

Contracts On-Site Storage Report, January 15 and 25.

#### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

### **2.3 Scanning**

Scanning staff prepared, scanned, and quality assured 1,931 documents (42,307 pages) during January and forwarded them for retirement to the FRC.

#### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 2 SCAP accomplishment documents during January.

#### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

## 2.5 Financial Documentation/Cost Recovery Packaging

Five Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

BURR BROWN, OU 01 (SSID 09L8)  
JASCO CHEMICAL CORP, OU 01 (SSID 09F6)  
MEW STUDY AREA, OU 01 (SSID 09M6)  
OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)  
PHOENIX GOODYEAR AIRPORT AREA, OU 03 (SSID 09R8)

Staff received 7 requests for cost package and/or contract documents, performed 9 database searches in SDMS/Lotus Notes and provided 286 documents for EPA staff during January.

Site-specific charges occurred for the following sites:

J.H. BAXTER & CO, OU 01 (SSID 0974)  
OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)  
OPERATING INDUSTRIES, INC., LANDFILL, OU 04 (SSID 09HV)  
PHOENIX-GOODYEAR AIRPORT AREA, OU 00 (SSID 09R8)  
PHOENIX-GOODYEAR AIRPORT AREA, OU 03 (SSID 09R8)  
SAN GABRIEL VALLEY (AREAS 1-4), OU 00 (SSID 097B)  
SAN GABRIEL VALLEY (AREAS 1-4), OU 08 (SSID 097B)  
SAN GABRIEL VALLEY (AREAS 1-4), OU 09 (SSID 09M5)

The Cost Package Documentation Index was updated on January 15 and 25.

### Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

## 2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 6.8 lft. of documents.

### Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

**Sites worked on under Task 2 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

SSID	OU	SITE NAME
09ZZ	N/A	116 W PHOENIX AVE PROPERTY (BROWNFIELDS)
09MQ	00	ADVANCED FUEL FILTRATION SYSTEMS
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	04	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09QP	00	ALL METAL PROCESSING (BURBANK)
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	05	ANACONDA COPPER CO (YERINGTON)
09GU	07	ANACONDA COPPER CO (YERINGTON)

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09C6	01	APACHE POWDER CO
09KC	00	ARCHIE GOH DEBRIS FIRE SITE
09ZZ	N/A	ARMITAGE JOHN L & CO
098L	00	BARBERS POINT NAVAL AIR STATION
09ZZ	N/A	BELL GARDENS, BERK OIL & PMC (BROWNFIELDS)
09ZZ	N/A	BENNETT'S MARINA (BROWNFIELDS)
09ZZ	N/A	BENTON BURN DUMP
09L8	01	BURR BROWN
093H	01	CASMALIA RESOURCES
091N	01	COOPER DRUM
09ZZ	N/A	COVE TRANSFER STATION
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	E PALO ALTO RAVENSWOOD INDUSTRIAL REDEVELOPMENT (BROWNFIELDS)
09P8	01	EDWARDS AIR FORCE BASE
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
09H6	01	EL TORO MARINE CORPS AIR STATION
09ZZ	N/A	EQUIPMENT STORAGE YARD (BROWNFIELDS)
09ZZ	N/A	EUREKA OLD CARSON MILL (BROWNFIELDS)
09ZZ	N/A	FORMER HOME ALTERNATIVES (BROWNFIELDS)
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
09H8	01	GBF & PITTSBURG DUMPS
09ZZ	N/A	GORMAN VACANT LAND DUMP SITE (BROWNFIELDS)
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09BL	00	HICKAM AIR FORCE BASE
09NT	00	HIGHWAY I60/MILE 327 RADIATION SITE
09NT	01	HIGHWAY I60/MILE 327 RADIATION SITE
09G6	01	INDIAN BEND WASH SOUTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
09F6	01	JASCO CHEMICAL CORP
09ZZ	N/A	J C HOLDERNESS
0974	01	J.H. BAXTER & CO
09F6	01	JASCO CHEMICAL CORP
09ZZ	N/A	JOSEPH'S FISHING RESORT (BROWNFIELDS)
09ZZ	N/A	KAKAAKO SITE (BROWNFIELDS)
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
09ZZ	N/A	LA GOODYEAR TRACT (BROWNFIELDS)
09ZZ	N/A	LAS VEGAS NATIONAL GUARD ARMORY (BROWNFIELDS)
093Y	01	LAVA CAP MINE
09ZZ	N/A	LIVERMORE ARCADE SHOPPING CENTER
0989	01	LORENTZ BARREL & DRUM CO
09X8	02	LORENTZ BARREL & DRUM CO
09ZZ	N/A	LOUISIANA PACIFIC CORP STANDARD
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD
0941	01	MCCLELLAN AIR FORCE BASE
09BZ	00	MCFARLAND STUDY AREA
09ZZ	N/A	MCNORD LUMBER CO
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BE	17	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
0905	01	NINETEENTH AVENUE LANDFILL
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09LG	00	OAK RIDGE HIGH ASBESTOS
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	ORPHAN MINE
09J6	01	PACIFIC COAST PIPELINES
091S	01	PEARL HARBOR NAVAL COMPLEX
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09KK	00	PIONEER PIT & GARDNER'S POINT PLACER MINES
09ZZ	N/A	POAMOHO RAG DISPOSAL AREA
09EG	00	PRC PATTERSON
09LX	00	PRESERVATION AVIATION
0921	01	PURITY OIL SALES INC.
09JW	00	RIALTO COLTON PLUME
09ZZ	N/A	RICHMOND REDEVELOPMENT AGENCY TERMINAL (BROWNFIELDS)
09ZZ	N/A	RURAL CA HOUSING CORP MERCY HOUSING (BROWNFIELDS)
0979	01	SACRAMENTO ARMY DEPOT
09P1	00	SAIPAN CAPACITORS
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SAN LUCY FARM AIRSTRIP
09AV	00	SANDERS AVIATION
0980	01	SHARPE ARMY DEPOT
09ZZ	N/A	SOUTH GATE I-710 GATEWAY CITIES REAL ESTATE RECYCLING PROJ (BROWNFIELDS)
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09ZZ	N/A	SPECIFICATION CHROMIUM CORP
09K2	00	SULPHUR BANK MERCURY MINE



<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09K2	01	SULPHUR BANK MERCURY MINE
09HN	00	SUNLAND CHEMICAL (GLENDALE)
09S4	00	SUNLAND CHEMICAL SITE (SUNLAND)
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09L9	01	TUCSON AFP 44
096Y	01	TUCSON WEST CAP
09R3	01	UNITED HECKATHORN CO
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	WAKE ISLAND AIRFIELD
09ZZ	N/A	WAREHOUSE 216 W PHOENIX AVE (BROWNFIELDS)
09C1	01	WASTE DISPOSAL, INC.
09FY	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09ZZ	N/A	WEST ANAHEIM COMMERCIAL CORRIDORS PROJECT (BROWNFIELDS)
09Q1	01	WILLIAMS AIR FORCE BASE

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 79 requests for documents, performed 337 database searches in SDMS-C, and provided 808 documents for EPA staff and other requesters.

Twenty-seven indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on January 2 and January 4, respectively.

Circulation Department staff completed the January quality assurance check of the names of authorized borrowers entered in the Document Circulation Utility location list.

Staff sent out 62 Document Location Notices to EPA staff and contractors.

#### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

#### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 11 FOIA requests totaling 22.3 billable hours.

#### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

### 3.3 Photocopy and Redaction Service

Staff photocopied 1,747 non-FOIA-related pages for EPA and other requesters, and sent approximately 6,437 pages off-site to a copy service. In addition, staff printed 589 pages from SDMS-C.

At the request of RPM Dante Rodriguez, 1 document from the Del Amo Facility site file was redacted.

#### Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### 3.4 CD-ROM Service

Staff fulfilled 17 requests for documents on CD-ROMs. 132,542 pages were copied to CDs.

#### Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### 3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

#### Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

#### Sites worked on under Task 3 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09DJ	00	AMCO CHEMICAL
093H	01	CASMALIA RESOURCES
091N	01	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
0936	01	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
0963	00	GILA RIVER INDIAN RESERVATION
09NT	00	HIGHWAY I60/MILE 327 RADIATION SITE
0974	01	J.H. BAXTER & CO
093Y	00	LAVA CAP MINE
09ZZ	N/A	LIVERMORE ARCADE SHOPPING CENTER
0989	01	LORENTZ BARREL & DRUM CO
098P	00	MARE ISLAND NAVAL SHIPYARD
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09HV	04	OPERATING INDUSTRIES, INC., LANDFILL
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0979	01	SACRAMENTO ARMY DEPOT
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	00	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09K2	00	SULPHUR BANK MERCURY MINE
096Y	01	TUCSON WEST CAP
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

No activity occurred in this reporting period.

##### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

##### **4.2 Work-Performed Compilations**

Five work-performed compilations were created or updated during January.

BROWN & BRYANT INC (ARVIN PLANT), OU 01 (SSID 09H2)

INDIAN BEND WASH NORTH, OU 01 (SSID 0920)

J.H. BAXTER (WEED), OU 01 (SSID 0974)

MONTROSE CHEMICAL CORP, OU 01 and 03 (SSID 0926)

SAN GABRIEL VALLEY (AREAS1-4), OU 01 (SSID 09M5)

##### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

##### **4.3 Electronic Media and Microfilm Management**

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 13 collections

Electronic files attached to E-mails: 26 collections

### **Future Activities**

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

### **Sites worked on under Task 4 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09QP	00	ALL METAL PROCESSING (BURBANK)
09QP	01	ALL METAL PROCESSING (BURBANK)
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0974	01	J.H. BAXTER & CO
09BC	01	OMEGA CHEMICAL CORP
09QW	00	PETALUMA MARSH
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIAN)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE

### **Task 5: Manage the Day-to-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on January 30.

The PM held a Managers/Supervisors meeting on January 16.

The PM held a Scanning Department meeting on January 8.

The RMS IV/Assistant Manager held a meeting with special projects staff on January 8.

The RMS IV/Circulation Department Supervisor held departmental meetings on January 9 and 24.

The RMS IV/Head Indexer held departmental meetings on January 7 and 8.

The PM continued to purchase supplies and/or equipment as needed during the month.

### **Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

### **Task 6: Training and Orientation**

At the request of the TOAM, the RMS IV/Assistant Manager issued the January 30 issue of *Reposit-Story*, the Records Center's quarterly online newsletter. This issue included articles on E-document submittals and tips on full-text searching in SDMS-C.

### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

### **Task 7: Online Operations and Internet Support**

On January 11, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III assisted EPA staff persons Eric Esler and Bethany Dreyfus with technical problems relating to SDMS-C on January 9 and 11.

An RMS IV coordinated with EPA computer support contractor Steve Dunn to resolve problems with using Access applications in the Citrix environment. The problems were successfully resolved on January 28.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

ALLOC ELECTROPLATING, INC. REMOVAL AR  
IRON MOUNTAIN MINE, SEDIMENT STUDIES OU AR  
LAVA CAP MINE, MINE AREA OU 01 AR  
OMEGA CHEMICAL CORPORATION, ACCESS ORDER AR  
PURITY OIL SALES, SOILS OU AR  
SAIPAN PESTICIDES REMOVAL AR  
TUCSON INTERNATIONAL AIRPORT AREA, AREA A and B GROUNDWATER OU  
AR

#### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

### **Task 8: Attend Meetings and Teleconferences**

The PM and RMS IV/Assistant Manager attended national Superfund Records Managers/SDMS-C Workgroup teleconference meetings on January 17 and 23.

#### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in February.

## **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

## **III. PERSONNEL ACTION**

IS III/Computer Support Specialist, ShaoHong Ling began work on the contract on January 22, 2008.

## **IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 23 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 15 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
2,039	23.2	140.4

### Inventories

Records Surveyed	Year to Date
27.8 LFT	112.5 LFT

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	0 LFT

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
58	1	0	0	20	0	0	3	82